

EASTERN CARVER COUNTY SCHOOLS

Position Description

SECTION I: GENERAL INFORMATION

Position Title: Care Paraprofessional II	Department: Community Education
Reports to: Out of School Time Supervisor	FLSA Status: Non-Exempt
Band/Grade/Subgrade: A-1-2	Bargaining/Work Unit: MSEA Para
Tier/Lane: Tier 3	Position Last Updated: August 2024

SECTION II: JOB SUMMARY

Independently supervise and engage with PreK-Grade 8 children in the care programs.

SECTION III: ESSENTIAL DUTIES AND RESPONSIBILITIES

Duty/Responsibility No:	1	Statement of duty/responsibility: <i>Supervise Children</i>
Percent of Time:	90%	

Tasks involved in fulfilling above duty/responsibility:

- Participate in all activities with children
- Independently implement activities and lessons
- Monitor behavior, redirect & support students.
- Support student's social and emotional development
- Create a warm and welcoming environment where all students feel safe
- Assist in the implementation of behavior modification as directed
- Assist in providing additional support for students with special needs

Duty/Responsibility No:	2	Statement of duty/responsibility: <i>Assist in Program Management</i>
Percent of Time:	10%	

Tasks involved in fulfilling above duty/responsibility:

- Assist with the maintenance and appearance of the site
- Inform program assistant of incidents or accidents that need to be documented and assist in the documentation process.
- Attend required staff meetings and trainings
- Communicate daily in a friendly manner with students, families and district staff.

Other Duties as Assigned

SECTION IV: KNOWLEDGE, SKILLS AND ABILITIES

- Ability to work with children
- Personal dependability and punctuality
- Maintain regular attendance
- Strong communication and conflict resolution skills
- Maintain attention to detail
- Open to new ideas
- Possess initiative and patience
- Ability to take direction
- Flexibility and ability to work with a variety of staff
- Willingness to learn about and work with children with special needs
- Knowledge and application of basic mathematics and grammar
- Knowledge of/use of basic first aid and safety precautions
- Evidence of an understanding of the school culture and environment, and a commitment to carrying out the vision, mission and belief statements of Eastern Carver County Schools

SECTION V: EDUCATION / CERTIFICATION REQUIREMENTS

- Current First Aid & CPR Certification (or eligible to obtain within first 90 days of employment)
- High School diploma or equivalent

SECTION VI: EXPERIENCE REQUIREMENTS

- 1+ year working with children PreK-grade 8

SECTION VII: COMPETENCIES AND/OR VALUES COMMON TO ALL POSITIONS

- A clear and demonstrated commitment to the District mission, which is to ensure high quality, innovative, challenging education where all learners are valued and respected.
- Performing assigned responsibilities in a manner consistent with the District's established Core Values.
- Advancing the District's mission and values through careful attention to the key issues of Learning, Environment and Resources.

SECTION VIII: PHYSICAL JOB REQUIREMENTS

(Indicate according to essential duties/responsibilities):

The physical job requirements described here are representative of those an employee encounters while performing the primary functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the primary functions.

Key: N=Never O=Occasionally (1-33%) F=Frequently (34-66%) C=Consistently (67-100%)					
Demands		Demands		Demands	
Physical		Lifting/Carrying		Exposure to Environ. Conditions	
Standing	C	Up to 10 pounds	F	Possible exposure to blood-borne pathogens through blood and/or body fluids	O
Walking	C	Up to 25 pounds	F		
Sitting	C	Up to 50 pounds	O		
Talking in person/on the phone	C	Up to 75 pounds	N	Toxic chemicals	N
Pushing/Pulling	F	Up to 100 pounds	N	Moving parts	N
Hearing	C	More than 100 pounds	N	Electrical shock risk	N
Feeling, grasping, finger dexterity	C	Noise Levels		Explosives	N
Climbing, balancing	F	Quiet (i.e. private office)	O	Fumes	N
Stooping (bend at waist)	C	Moderate noise (i.e. business office with typewriters/ printers, light traffic)	F	Extreme cold (non-weather)	N
				Extreme heat (non-weather)	N

Crouching, crawling, kneeling, Squatting	F	Loud noise (i.e. many children laughing & playing, large earth moving equipment)	C	Varying weather conditions	F
Stretching/reaching with hands & arms	C			Sight	
Distinguishing smell	O			Vision for close work/ability to adjust focus	C
Distinguishing Temperature	O	Very loud noise (i.e. jack hammer, front row rock concert)	N	Looking at computer monitor	O
Traveling by automobile	N			Color vision (identify & distinguish color)	C
				Peripheral, depth perception	C

Note: Such alternatives to the above qualifications as the School Board may find appropriate and acceptable.